



*IOWA – EIP Assessment
Implementation and Migration
Weekly Project Status Report*

Weekly Status Report

Submitted by: **William E. Leggett**

Week Ending: **December 10, 2004**

PROJECT STATUS

Overall Project Status Level

Green

ACTIVITIES PERFORMED DURING THE PERIOD

- Conduct project implementation workshops

- *Week 1– launch project, including:*

- Understand recommendation
- Select team chair

#	Initiative	Chair	Facilitator	Alternate
8	Applications	Noland	Leggett	Myers

- Wrote team mission
- Identified key activities required to implement the recommendation
- Wrap-up with weekly progress message

PROBLEMS, CONCERNS AND RECOMMENDATIONS

1. No problems or concerns at this time.

ACTIVITIES SCHEDULED FOR NEXT WEEK

- Week 2 – “flesh out” activities, considering:
 - Risk
 - Prioritize activities
 - Implications
 - Event horizon
 - Culture
 - Implementation cost
 - Information Needed From IOWA for Next Reporting Period



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COEUR SUMMARY STATUS OF DELIVERABLES

Application Consolidation—Bill Leggett, Facilitator/ Julie Noland, Chair

Complete <input checked="" type="checkbox"/>	Deliverable	Status	Due Date and Owner	Date Completed
<input checked="" type="checkbox"/>	Team Mission Statement	Complete	12/9/04	12/9/04
<input type="checkbox"/>	Weekly Status Report	Work in Progress	12/9/04	
<input type="checkbox"/>	Develop Risk Assessment		12/23/04	
<input type="checkbox"/>	Define Barriers and Issues		12/16/04	
<input type="checkbox"/>	Conduct Risk Assessment		12/21/04	
<input type="checkbox"/>	Prioritize Risk		12/16/04	
<input type="checkbox"/>	Define Mitigation Plan		12/21/04	
<input type="checkbox"/>	Develop Project Plan		12/23/04	
<input type="checkbox"/>	Work plan with realistic timeframes for implementation		12/21/04	
<input type="checkbox"/>	Implementation costs by fiscal year		12/21/04	
<input type="checkbox"/>	Budget Process guidelines		12/16/04	
<input type="checkbox"/>	Process maps and control points		12/21/04	
<input type="checkbox"/>	Project Plan dealing with Critical applications and setting priorities for installation		12/21/04	
<input type="checkbox"/>	Resources to implement consolidation/on-going needs		12/21/04	
<input type="checkbox"/>	Installation plans (include disposition of existing hardware and software)		12/21/04	
<input type="checkbox"/>	Business requirements during transitional and final phases of consolidation		12/21/04	
<input type="checkbox"/>	Cultural Considerations		TBD	
<input type="checkbox"/>	Define barriers and issues		TBD	



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Complete <input checked="" type="checkbox"/>	Deliverable	Status	Due Date and Owner	Date Completed
<input type="checkbox"/>	Communications Plan		TBD	
<input type="checkbox"/>	Staffing Plan		TBD	
<input type="checkbox"/>	State Code Changes		TBD	
<input type="checkbox"/>	Develop Key Activities and Framework for Recommendations		12/23/04	
<input type="checkbox"/>	Define Key Activities	Work in Progress	12/9/04	
<input type="checkbox"/>	Define Event Horizons		12/16/04	
<input type="checkbox"/>	Define Milestones and Expected Outputs		12/16/04	
<input type="checkbox"/>	Define Implementation Cost Elements		12/21/04	
<input type="checkbox"/>	Presentation Package for Governor		1/14/05	
<input type="checkbox"/>	Develop Executive Presentation		12/21/04	
<input type="checkbox"/>	Final Presentation Review		1/11/05	
<input type="checkbox"/>	Executive Sponsor Reviews		1/13/05	
<input type="checkbox"/>	Executive Presentation		1/14/05	